DEGREE WORKS QUICK REFERENCE GUIDE

I. Log In

1.) User ID: Same as used for Wingspan Login
2.) Password: Same as used for Wingspan Login

II. Finding a Student

You can locate a student by one of the following ways:

a. **Find**: Click on the Find button located at the top left corner of the page.
   
   i. A window should automatically appear that contains search criteria
   
   ii. All students that meet the indicated criteria will appear in the lower half of the same window.
   
   iii. Click on the “Uncheck All” button and then click in the box next to the student you are seeking then press enter or Click the “OK” box.

b. **Search**: Type in the Student’s ID number in the Search Box and press enter
   
   i. Student ID: Wxxxxxxxx (Capital “W” and Eight Digit Winthrop ID Number)
III. Audit Worksheet Views

Once you have selecting the student, the audit should automatically appear. Degree Works offers several different views of a student audit. As a default, you will see the “Student View.”

**NOTE:** To toggle between the different views, please click on the drop down box and select the appropriate view. Once the view is selected, please click on the “View” button.

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**a. Student View:** Shows all requirements both completed and not completed.

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**b. Registration Checklist:** Shows only what requirements that need to be completed.
c. **Graduation Checklist**: Similar to Student View; only shows the courses and the requirement met but doesn’t include Grades or when courses were completed.

IV. Components of the Degree Audit

a. **Student Information**

b. **Legend**

c. **Estimated Degree Progress Bars**

d. **Degree Requirements**

e. **General Education Requirements**

f. **Major Requirements**

g. **Concentration Requirements (if applicable)**

h. **Minor Requirements (if applicable)**

i. **General Electives**

j. **Withdrawn, Repeated, and Failed Courses**

k. **In Progress Courses**
V. “What If” Scenarios for Students planning to change the major or add a minor

a. Click on the “What If” option located on the left side of the worksheet

b. Select the criteria for the intended major.

c. Click the “Process What If” button located at the top of the page

d. A new audit worksheet should appear with the criteria as indicated.